

FY21 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Monday, February 1	Budget	A preliminary “draft” FY22 budget entered in GEARS (and Oper_Sum Zero budgets).	
Monday, February 8	PTP – Purchasing	Start Entering AY2022 Requisitions – should be approved but not budget checked.	
Wednesday, March 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Wednesday, March 31	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Friday, April 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, April 30	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Monday, May 3 – Wednesday, June 30	OTC – Order to Cash	On-going review and monitoring of chargeback clearing account. The account must have a zero, -0-, balance at year-end.	
Monday, May 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Monday, May 31	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Monday, May 31 (approximately)	Budget	Final actual FY22 budget entered in GEARS.	
Friday, June 4	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 4	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Tuesday, June 8 (approximately)	PTP – Purchasing	Grant Awarding Departments – Please watch for and review email information from the DBF for guidance on year-end grant accruals due by Tuesday, July 6.	
Friday, June 11	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.	
Friday, June 11	PTP – Purchasing	Complete all ordering and Express PO’s for FY21 to allow for receipt and voucher entry by July 13.	
Friday, June 11	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 11	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Friday, June 18	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 18	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Wednesday, June 23	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/15/21) are due to the Family Division at cra@mdcourts.gov .	

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Saturday, June 26 and Sunday, June 27	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.	
Friday, June 25	Purchasing Card	This is the cycle end date for the final P-card statement.	
Thursday, June 24 – Wednesday, June 30	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF jfru@mdcourts.gov .	
Wednesday, June 30	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY21 revenue adjustments, such as returned checks, via email to DBF jfru@mdcourts.gov .	
Friday, June 25	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 25	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.	
Wednesday, June 30	GL – General Ledger	DBF modifies the parameters of the JGEN to Accounting Date.	
Wednesday, June 30	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option to specific date, 6/30/21.	
Wednesday, June 30	PTP – Accounts Payable	DBF changes the default accounting date to specific date, 6/30/21, under Payables Option.	
Thursday, July 1	OTC – Order to Cash	Process the June 30 deposit. It should have an accounting date of June 30.	
Thursday, July 1	PTP – Accounts Payable and OTC – Order to Cash	All FY22 invoice and revenue refund processing should be held until Wednesday, July 14.	
Tuesday, July 6	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.	
Tuesday, July 6	PTP - Grants	Submit grant accruals to DBF.	
Wednesday, July 7	OTC – Order to Cash	All FY21 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.	
Wednesday, July 7	OTC – Order to Cash	Ensure all FY21 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals, and agency return of funds, to DBF via email to jfru@mdcourts.gov .	

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Wednesday, July 7	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2021 2. Litigants (Escrow) Bank Account Information – Please send the April – June Escrow Report, along with copies of the statements. The June statement may be sent later upon receipt.	
Wednesday, July 7	GL – General Ledger	Please complete any remaining FY21 journal entries in GEARS using a journal date of June 30, 2021 . Please ensure that journals are approved to allow for posting as well.	
Thursday, July 8	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Tuesday, July 13	PTP – Accounts Payable	Last day to enter vouchers against your FY21 budget. Please be sure that you have processed your final petty cash reimbursement, even if under \$10, as well as any applicable PO Box rental fees.	
Tuesday, July 13	PTP – Accounts Payable	Last day for the Judicial College to process vouchers for tuition assistance courses completed by June 30.	
Tuesday, July 13 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2021.	
Tuesday, July 13	OTC – Order to Cash	Circuit Court only – Deposit June's Escrow interest to FY22 .	
Tuesday, July 13	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to JFBUE@mdcourts.gov .	
Tuesday, July 13	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option back to current date for vouchering.	
Tuesday, July 13	PTP – Accounts Payable	DBF changes the default accounting date to current date under Payables Option.	
Tuesday, July 13	PTP – Purchasing	All PO's from FY21 and earlier years are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.	
Wednesday, July 14	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY22 invoices and FY22 revenue refunds.	

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Date	Area	Action Required	Check upon Completion
Friday, August 6 (approximately)	PTP – Purchasing	PO's that were rolled into FY22 and encumbered or accrued from AY21 or earlier will be available for use. A notification will be sent when processing can resume against the PO's.	
Friday, August 6	GL – General Ledger	When closing schedules are sent to GAD, DBF modifies the parameters of the JGEN to current date.	